



New Hampshire Department of Safety Bureau of Emergency Medical Services



EMS Instructor License Application

Please type or print legibly in ink:

Legal Name: _____

Mailing Address: _____ Town/City: _____

State: _____ Zip: _____ Date of Birth: _____

Home Phone: (_____) _____ - _____ Work Phone: (_____) _____ - _____

Fax Number: (_____) _____ Cell Phone: (_____) _____ - _____

E-mail Address: _____

Service Affiliation: _____

Requirements for Licensing

(Legible copies of documents and certificates must be attached pursuant to Saf-C 5908))

- (a) At minimum, copy of a high school diploma or GED;
- (b) A current certificate of successful completion of a CPR Instructor course which meets the guidelines set forth in Saf-C 5901.031 (AHA BLS-Healthcare Provider level);
- (c) Proof of current registration at the minimum of EMT-B with the National Registry and registered at or above the classification level of the program(s) to be instructed;
- (d) Affiliation with a licensed EMS Unit, which at minimum, shall be at the provider level of the program(s) to be instructed;
- (e) Proof of successful completion of one of the following;

(See reverse for explanation then check one below)

- _____ A program that meets / exceeds the criteria of the USDOT NHTSA 1996 EMS Instructor Training Program: National Standard Curriculum (**copy of completion certificate required**)
- _____ NH Fire & Emergency Services Instructor Program (**copy of completion certificate required**)
- _____ NH EMS – Fire Reciprocity Process
- _____ NH Experienced Educator Challenge Process

Please return completed License Application to:

***Tammy Fortier, Licensing Coordinator
DOS – Bureau of EMS
33 Hazen Drive
Concord, NH 03305***

“All statements and accompanying documents are true and correct to the best of my knowledge, and I understand that any falsification will result in disqualification.”

Applicant's Signature: _____ **Date:** _____

USDOT NHTSA 1996 EMS Instructor Training Program: National Standard Curriculum

This 48-hour program is distributed by the United States Department of Transportation (USDOT), National Highway Traffic Safety Administration (NHTSA) and contains the standards and curriculum outline for EMS Instructor Training, 1996 version. This includes both a practical performance evaluation and a written examination, as outlined in the standards of the curriculum. Examples of successful completion of this program could be an instructor training certificate issued by a State EMS Office, or the New England Council for Emergency Medical Services.

NH Fire & Emergency Services Instructor Program

The New Hampshire Department of Safety, (DOS) Division of Fire Standards & Training, Bureau of Emergency Medical Services and Bureau of Training and Certification administers this 48-hour program. This program meets the Standards of both the NFPA 1041 and the 1996 USDOT NHTSA Instructor Training curriculum (cited above). It includes both a practical performance evaluation and a written examination, as outlined in the standards of the curriculum. Examples of successful completion of this program would be a Certificate issued after September 2003 by the NH DOS Division of Fire Standards & Training, and would also carry a Pro-Board emblem with a reference number.

NH EMS – Fire Reciprocity Process

This program, established in 2003, is administered by the New Hampshire Department of Safety, Division of Fire Standards & Training, Bureau of Emergency Medical Services. Only Instructors in good standing in the NH Division of Fire Standards & Training system as an active NH State or Staff Instructor are eligible. Once eligibility is determined, the applicant must select one of the following:

Option A:

- Twenty (20) hours of documented teaching in the last 12 months under the guidance of a Precepting Instructor who is licensed under the NHBEMS as an Instructor / Coordinator (I/C) (Saf-C 5908.04 (d) (1) (b) (1))
- A letter of verification (as to the above) from the Precepting Instructor which includes the course numbers and the topics taught (Saf-C 5908.04 (d) (1) (b) (2 and 3));
- Two letters of recommendation from currently licensed I/Cs;
- Submit a Lesson Plan developed by the candidate which will be evaluated for completeness and shall include:
 1. Presentation topic (indicating level taught, i.e., Firefighter 1, EMT-Basic, etc.)
 2. All four steps of a cognitive presentation (Motivation / Preparation, Presentation, Application and Evaluation)
 3. Handouts and classroom materials, including tests / quizzes (when available)
 4. Student evaluations (when available)

Option B:

- Assigned twenty (20) minute cognitive presentation (EMS topic). A lesson plan shall be submitted at the time of the presentation, and shall include all four steps of a cognitive lesson (Motivation / Preparation, Presentation, Application and Evaluation). If requested, the performance expectation will be reviewed with the candidate prior to the test date, at an assignment meeting with the designated staff member. The twenty (20) minute presentation will be videotaped and evaluated by 2 Division approved evaluators. The candidate has one attempt only to successfully complete this option.

NH Experienced Educator Challenge Process

This program, developed in 2004, is administered exclusively by the New Hampshire Department of Safety, Bureau of Emergency Medical Services. Eligible candidates must have documented teaching experience in EMS, and must possess either a Bachelor's or Advanced Level Degree in Education, completed Educational Methodology training in a post-secondary educational setting or be an active licensed Instructor certified / licensed by another State in Emergency Services programs. Once eligibility is determined, the applicant must:

- Submit two (2) letters of recommendation from currently licensed I/C in NH;
- Be assigned a twenty (20) minute cognitive presentation (EMS topic). A lesson plan shall be submitted at the time of the presentation, and shall include all four steps of a cognitive lesson (Motivation / Preparation, Presentation, Application and Evaluation). If requested, the performance expectation will be reviewed with the candidate prior to the test date, at a meeting with the designated staff member. The twenty (20) minute presentation will be videotaped and evaluated by 2 Division approved evaluators. The candidate has one attempt only to successfully complete this presentation.
- Complete and pass the Fire and Emergency Services Instructor 1 final written examination (100 questions, NPQS accredited). The candidate has one attempt only to successfully complete this presentation.

Upon successful completion of all Instructor / Coordinator Licensing requirements candidates may be eligible for consideration for the following:

- Six (6) month provisional license
- New Instructor Orientation
- Preceptor Program

For more complete information, contact the NHBEMS at 1.888.827.5367.